



## CAREER OPPORTUNITY: Recreation Monitor-Front Desk



*The City of Wylie (pop, 44,000) seeks a seasoned Administrative Assistant for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 by the Dallas Business Journal as one of the top "Best Places to Work" in D/FW and received the #19 out of 100 ranking for "Best Places to Work" by the Dallas Morning News in November, 2011.*

### **JOB SUMMARY:**

Under the direction of the Recreation Programmer, assists with the front desk area, instructional classes, front desk duties, special events and programs.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist with planning and implementation of recreation activities, special events and rentals.
- Monitor building and enforce City and Department policy, ordinance, rules and procedures.
- Register patrons for activities, book reservations, collect appropriate fees and process POS transactions.
- Ability to maintain accurate customer records.
- Provide check-in/check-out of equipment.
- Accurate completion of required paperwork and documentation.
- Keep equipment safe, orderly and in sanitary condition.
- Report needed repairs and maintain equipment to assure efficient operation.
- Administer CPR and First Aid, if needed.
- Drive City vehicles, including busses, for recreation activities.
- Perform janitorial and other physical duties as required.
- Must be able to work flexible schedules, including early mornings, evenings and weekends.
- Maintain front desk organization.
- Resolve patron questions and concerns promptly and follow up.

### **REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:**

Highly organized and efficient multi-tasker. Previous experience preferred. Flexible and independent worker with high-energy, self-motivation, enthusiasm and service-oriented spirit. Willingness to assist all patrons and exhibit patience and caring for all abilities.. Ability to effectively interact with all levels of co-workers, management staff and the public. Stays up to date on trends. Ability to work overtime or perform stand-by duties as needed. Ability to use all office machines such as personal computer (basic software MS Word/Excel), calculator, phone and photocopier. Ability to maintain an acceptable attendance history. Ability to pass a TB test, a pre-employment drug screening, physical and criminal background check.

### **REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:**

Must be at least 18 years of age or older. Preference given to high school diploma or equivalent and higher. Valid Texas driver's license. Able to obtain American Red Cross or American Heart Association CPR and First Aid certifications within first 6 months of employment.

**TO APPLY:** Visit our website at [www.wylietexas.gov](http://www.wylietexas.gov) to print an application. Mail or hand deliver your application, resume and cover letter to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. Email applications to: [jobs@wylietexas.gov](mailto:jobs@wylietexas.gov) If you have questions or would like additional information, please call 972-516-6040.